



Amesbury Council on Aging

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Eligibility Requirements for Senior Real Estate Tax Credit

- ✓ **Must be 60 years or older.**
 - ✓ **Must be the homeowner:** If the property is subject to a trust, the senior must have legal title.
 - ✓ **Property for which the credit will be used must be primary residence.**
 - ✓ **Only one application per household will be accepted for any tax work off program.**
 - ✓ **Must present a copy of most recent property tax bill.**
 - ✓ **Participant must meet income guidelines**
1. If selected as a participant in the Real Estate Tax Credit for seniors, you will be responsible for apprising the Council on Aging, in writing, of any changes that affect your eligibility.
 2. Placement is determined by matching skills with the available City Dept requests. There is a two week probation period. If you decline the position your name will be placed back into the pool of available positions at which point you may be wait listed.
 3. The 100 hours of service must be completed between January 2016 and the last week of October 2016.
 4. Some assignments may not require 100 hrs to finish. In that case re-assignment to another department may be necessary to complete your 100 hours.
 5. All applicants will be required to undergo a CORI (Criminal Offender Record Information) check per requirement of the Executive Office of Elder Affairs.
 6. Participants will be considered city employees and will be required to abide by city policies specifically relative to conduct in the work place
 7. **POLICY of ABSENTEEISM:** If, for any reason you are absent, you should notify your supervisor in a timely fashion. If you are out for three consecutive absences from your assignment, without contacting the supervisor of your assignment, you will be contacted by the director of the program and possibly terminated from the program roster in order to offer the opportunity to another applicant.
 8. It may be necessary in the future, for the City of Amesbury/ Council on Aging, to update the program and add additional guidelines.
 9. Seniors over the age of 60 with a primary residence in Amesbury, and with gross income not exceeding 500% of the federal poverty level are eligible for the program. Seniors with gross income at or below \$58,850 for individuals or \$79,650 for couples may qualify for the program.
 10. Your January 2016 tax bill is reflective of the earned property tax credit.
 11. A Federal Form W-9 will need to be completed for tax purposes.